

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Frank English</i>
2. Database Title: <i>Records MANAGERS</i>	5. Phone Number: <i>804-692-3600</i>
3. Database Acronym: <i>RM-List.db</i>	6. Signature & Date: <i>for C. Preston Hoff</i>
7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)	
<p><i>(see Attached)</i></p>	
<p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

INFORMATION REQUESTED:

Public Body Name & Numeric Code: (Library of Virginia - #202)

Database Title: Records Managers

3. Database Acronym: RM-List.db

4. Point of Contact: Frank English, Records Management Section, LVA

5. Phone Number: (804) 692-3610

6. Date Submitted: 11 July 1997

7. Database Description & Contents:

List of designated records managers (officers) required by § 42.1-85 of the Code of Virginia. Database lists names of officers, agency or locality, addresses and telephone numbers. No restrictions.

8. Date of Last Update: 10 July 1997

9. Frequency of Update: 2-3 times a week, as changes are submitted.

10. Formats available and Schedule of Fees:

Paradox 3.0 format. \$7.00 on 2 each 3-1/2 in disks for most recent information.

Information is periodically updated on line (every 4-6 months) at

<http://leo.vsla.edu/records/contacts/lva-cont.html> and is available at no charge.